



City of Burlingame CITY COUNCIL AGENDA

MONDAY, DECEMBER 15, 2025 AT 7:00 PM
BURLINGAME CITY HALL
501 PRIMROSE ROAD
OR ZOOM MEETING

CITY COUNCIL MEMBERS:

Peter Stevenson, Mayor
Michael Brownrigg, Vice Mayor
Andrea Pappajohn
Donna Colson
Desiree Thayer

To Attend the Meeting in Person:

Council Chambers, 501 Primrose Road, Burlingame, California 94010

To Attend the Meeting via Zoom:

Consistent with Government Code Section 54953, the meeting will also be held via Zoom.

To access the meeting by computer:

Go to www.zoom.us/join

Meeting ID: 853 2590 2257

Passcode: 859899

To access the meeting via phone:

Dial 1-669-900-6833

Meeting ID: 853 2590 2257

Passcode: 859899

To Provide Public Comment in Person:

Members of the public wishing to speak will be asked to fill out a "Request to Speak" card located on the table by the door and then hand it to staff. The provision of a name, address, or other identifying information is optional. Speakers are limited to three minutes each, but the Mayor may adjust the time limit in light of the number of anticipated speakers.

To Provide Public Comment via Email:

Members of the public may provide written comments by email to publiccomment@burlingame.org. Your email should include the specific agenda item on which you are commenting. Please note if your comment concerns an item that is not on the agenda. Emailed public comments that are received by 4:00 p.m. on Monday, December 15, 2025, will be included in a supplemental packet that will be sent to the City Council prior to the meeting and published on the City's website here: <https://www.burlingame.org/169/City-Council--Agendas-and-Minutes>

Levine Act

The Levine Act (California Government Code Section 84308) prohibits, in certain cases, campaign contributions to members of the City Council by those who have proceedings (e.g., applications for land use and other entitlements, contracts, etc.) pending before the City Council and by those who may have an interest in proceedings (including those acting as agents for applicants or potential contractors). Moreover, the Levine Act may require disclosure of contributions by such individuals. The law is complex, and this brief description is not legal advice. If you or an agent have made any campaign contributions to a City Councilmember in the 12 months before a proceeding in which you have an interest or you are contemplating making a contribution within the 12 months after such a proceeding, you are urged to review the Levine Act and consider consulting an attorney. A 2023 version of the Levine Act and a Fair Political Practices Commission summary of it can be found on the City's website here: <https://www.burlingame.org/1206/Levine-Act-Information>

1. CALL TO ORDER - 7:00 p.m. - Council Chambers/Zoom**2. PLEDGE OF ALLEGIANCE TO THE FLAG****3. ROLL CALL****4. REQUEST FOR AB 2449 REMOTE PARTICIPATION**

Announcements/consideration and approval of requests by City Councilmembers to participate remotely pursuant to AB 2449 (Government Code Section 54943(f)).

5. REPORT OUT FROM CLOSED SESSION**6. UPCOMING EVENTS****7. PRESENTATIONS**

- a. Proclamation Recognizing Syed Murtuza on his Retirement

8. PUBLIC COMMENTS, NON-AGENDA

Members of the public may speak on any item not on the agenda. Members of the public wishing to suggest an item for a future Council agenda may do so during this public comment period. The Ralph M. Brown Act (the State local agency open meeting law) prohibits the City Council from acting on any matter that is not on the agenda.

9. CONSENT CALENDAR

Consent Calendar items are usually approved in a single motion, unless pulled for separate discussion. Any member of the public wishing to comment on an item listed here may do so by submitting a "Request to Speak" card for that item in advance of the Council's consideration of the Consent Calendar.

- a. Approval of City Council Meeting Minutes for the December 1, 2025 Closed Session Meeting Minutes
Attachments: [Meeting Minutes](#)
- b. Approval of City Council Meeting Minutes for the December 1, 2025 Regular City Council Meeting
Attachments: [Meeting Minutes](#)
- c. Second Reading and Adoption of an Ordinance Adding Chapter 13.45 “Electric Vehicle Parking and Charging Spaces”, to Title 13 of the Burlingame Municipal Code Regarding Vehicles and Traffic; CEQA Determination: Exempt Pursuant to State CEQA Guidelines Section 15378, 15061(b)(3), and 15301
Attachments: [Staff Report](#)
[Ordinance](#)
- d. Adoption of a Resolution Accepting the Occidental Avenue Traffic Calming Improvements by JJR Construction, Inc., City Project No. 86650, in the Amount of \$494,970
Attachments: [Staff Report](#)
[Resolution](#)
[Final Progress Payment](#)
[Project Location Map](#)
[Occidental Resident Feedback](#)
- e. Adoption of a Resolution Approving the Procurement of One Replacement Water Check Valve, Four Rebuild Kits, and Associated Setup Services for the Trousdale Pump Station from CTi Controltech in a Not-to-Exceed Amount of \$153,244.40
Attachments: [Staff Report](#)
[Resolution](#)
[Letter From Adams Valves, Inc](#)
[Cost Proposals from CTi Controltech](#)
- f. Adoption of a Resolution Awarding a \$116,800 Construction Contract to APB General Engineering for the Burlway Road Sewer Pipe Replacement Project and Authorizing the City Manager to Execute the Construction Contract
Attachments: [Staff Report](#)
[Resolution](#)
[Bid Summary](#)
[Construction Contract and Bid Package](#)
[Project Location Map](#)

- g.** Adoption of a Resolution Awarding a Janitorial Services Contract to Universal Building Services and Supply Co. in the Amount of \$1,309,460 for a Period of Three Years and Authorizing the City Manager to Execute the Agreement

Attachments: [Staff Report](#)
[Resolution](#)
[Bid Summary](#)
[Janitorial Services Agreement](#)
[UBS Proposal](#)

- h.** Adoption of a Resolution Approving the Procurement of One Vehicle for the City's Fleet System as Part of the FY 2025-26 Vehicle Replacement Program in the Amount of \$126,839.96

Attachments: [Staff Report](#)
[Resolution](#)
[Bid Proposal](#)
[Sourcewell Contract No. 091521-NAF](#)
[Sourcewell Contract Extension No. 091521-NAF](#)

- i.** Adoption of a Resolution Authorizing the City Manager to Execute a \$402,435 Contract with Julian Tree Care, Inc. for the 2025-2026 Large Tree Pruning and Removal Work

Attachments: [Staff Report](#)
[Resolution](#)
[Draft Agreement with Julian Tree Service, Inc.](#)
[2025-2026 Large Tree Pruning and Removal RFP and Julian Tree Care, Inc. Proposal](#)

- j.** Adoption of a Resolution Establishing the Campaign Contribution Limits and Voluntary Expenditure Limits Effective January 1, 2026

Attachments: [Staff Report](#)
[Ordinance 2001](#)
[Ordinance 2003](#)
[Map D with Statistics](#)
[Proposed Resolution](#)

- k.** Adoption of a Resolution Declaring the City Council's Intention to Adjust the Fiscal Year of the Burlingame Avenue Area Business Improvement District from October 1-September 30 to July 1-June 30 and Setting a Public Hearing and First Reading of the Associated Ordinance for Tuesday, January 20, 2026, at 7:00 p.m. at the City Council Chambers

Attachments: [Staff Report](#)
[Resolution](#)
[Notice](#)

- I. Adoption of a Resolution Authorizing the City Manager to Execute a Software as a Service (SAAS) Agreement with Tyler Technologies, Inc. for the Munis Enterprise Resource Licensing and Migration Services for an Initial Term of Three Years, an Additional Two-Year Renewal with the Option to Renew Services Annually Thereafter

Attachments: [Staff Report](#)
[Resolution](#)
[Draft Agreement](#)

- m. Adoption of a Resolution Approving Free Parking in City Owned Parking Lots and at On-Street Metered Parking Spaces from December 24, 2025, through January 3, 2026

Attachments: [Staff Report](#)
[Resolution](#)

- n. Approval of Out-of-State Travel for the Parks and Recreation Director

Attachments: [Staff Report](#)
[The Parks and Recreation Summit Brochure](#)

- o. Adoption of the 2026 City Council Calendar

Attachments: [Staff Report](#)
[Proposed 2026 Council Calendar](#)

- p. Acceptance of the City of Burlingame Annual Comprehensive Financial Report and Other Related Annual Audit Reports for the Fiscal Year Ended June 30, 2025

Attachments: [Staff Report](#)
[Annual Comprehensive Financial Report](#)
[Memorandum of Internal Controls](#)
[Required Communications](#)
[Appropriation Limit Report](#)

- q. Adoption of a Resolution Authorizing the City Manager to Implement the Tentative Agreement between the City of Burlingame and Teamsters Local 856, Amend and Execute a Memorandum of Understanding with Teamsters Local 856, Approve Amended Salary Schedules, and Increase the General Fund Budget Appropriation for the Police Department by Approximately \$12,200

Attachments: [Staff Report](#)
[Resolution](#)
[Attachment - Tentative Agreement](#)
[Salary Schedule - Merit Classifications](#)
[Salary Schedule - Casual Classifications](#)

- r. Adoption of a Resolution Authorizing the City Manager to Implement the Tentative Agreement with the City of Burlingame and the Association of Police Administrators, Amend and Execute the Memorandum of Understanding with the Association of Police Administrators, Approve the Amended Salary Schedule, and Increase the General Fund Budget Appropriation for the Police Department by Approximately \$46,900

Attachments: [Staff Report](#)
[Resolution](#)
[Attachment - Tentative Agreement](#)
[Attachment - Salary Schedule](#)

- s. Adoption of a Resolution Authorizing the City Manager to Implement the Tentative Agreements with the City of Burlingame and the Burlingame Police Officers Association and Burlingame Police Sergeants Association, Amend and Execute Memoranda of Understanding with the Burlingame Police Officers Association and Burlingame Police Sergeants Association, Approve Amended Salary Schedules, and Increase the General Fund Budget Appropriation for the Police Department by Approximately \$176,100

Attachments: [Staff Report](#)
[Resolution](#)
[Attachment - POA TA](#)
[Attachment - PSA TA](#)
[Salary Schedule - Merit Classifications 12-29-2025 v3 with POA PSA](#)

10. PUBLIC HEARINGS (Public Comment)

11. STAFF REPORTS (Public Comment)

- a. Consideration of Appointment to the Traffic, Safety & Parking Commission

Attachments: [Staff Report](#)

- b. Consideration of Appointment to Mosquito & Vector Control Board

Attachments: [Staff Report](#)

12. COUNCIL COMMITTEE AND ACTIVITIES REPORTS AND ANNOUNCEMENTS

Councilmembers report on committees and activities and make announcements.

13. FUTURE AGENDA ITEMS

Councilmembers may suggest items to be put on a future agenda.

14. ACKNOWLEDGMENTS

The agendas, packets, and meeting minutes for the Planning Commission, Traffic Safety and Parking Commission, Beautification Commission, Parks and Recreation Commission, and the Library Board of Trustees are available online at www.burlingame.org.

15. CEREMONIAL

Rotation of Councilmembers and Installation of Michael Brownrigg as Mayor and Andrea Pappajohn as Vice Mayor.

16. ADJOURNMENT

Notice: Any attendees who require assistance, a disability related modification, or language assistance in order to participate in the meeting should contact Meaghan Hassel-Shearer, City Clerk, by 10:00 a.m. on Monday, December 15, 2025 at (650) 558-7203 or at mhasselshearer@burlingame.org. Any individual who wishes to request an alternate format for the agenda, meeting notice, or other writings that are distributed at the meeting should contact Meaghan Hassel-Shearer, City Clerk, by 10:00 a.m. on Monday, December 15, 2025 at (650) 558-7203 or at mhasselshearer@burlingame.org.

Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting, the materials related to it, and your ability to comment.

NEXT CITY COUNCIL MEETING

Regular City Council Meeting on Tuesday, January 20, 2026

VIEW REGULAR COUNCIL MEETING ONLINE

<https://www.burlingame.org/169/City-Council---Agendas-and-Minutes>

Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection via www.burlingame.org or by emailing City Clerk Meaghan Hassel-Shearer at mhasselshearer@burlingame.org. If you are unable to obtain information via the City's website or through email, contact City Clerk Meaghan Hassel-Shearer at (650) 558-7203.